



Employees of BNL

Maternity/Paternity Guide

BROOKHAVEN
NATIONAL LABORATORY

Maternity/Paternity Guide

FAMILY & MEDICAL LEAVE

What is FMLA leave?	4
There are two parts to FMLA leave	4

PRIOR TO YOUR LEAVE

Review your medical plan coverage	5
Enroll in the pregnancy/baby programs through your medical insurance carrier	5
Request an FMLA packet and New York State Disability form	6
Your benefits during an FMLA leave	6
Contact the Child Development Center	6
Contact the Employee Assistance Program	7
Contact your insurance carrier for hospital preadmission certification.....	7

HOW WILL YOU BE PAID DURING YOUR LEAVE?

Birth of a child	8
Maternity leave	8
Paternity leave	9
Leave for placement for adoption or foster care.....	9

IMPORTANT REMINDERS AFTER YOUR CHILD ARRIVES

Enroll your child for healthcare benefits	11
Enroll in or increase your Health Care and Dependent Day Care Reimbursement Accounts.....	11
Enroll in or increase your supplemental life insurance	11
Add your child to beneficiary forms	11
Update your W-4 form	11
Confirm your child's start date at the Child Development Center	11

RETURNING TO WORK.....12

ADOPTION ASSISTANCE PROGRAM13

TIMECARD CODING14

MATERNITY/PATERNITY GUIDE

Congratulations on the upcoming arrival of your new child!

Preparing for the arrival of your new child is an exciting time. Adding a new family member is a big step and affects both your personal and work life. At this time, you should take this opportunity to review your options to determine how much time you can take off and how your financial status will be affected. This guide will provide you with the information you need prior to your maternity leave, after the birth or placement for adoption (or foster care) of your child, and upon your return to work.

FAMILY & MEDICAL LEAVE

What is FMLA leave?

The Family & Medical Leave (FMLA) of 1993 allows “eligible” employees to take job-protected, unpaid leave, or to substitute accrued paid leave for up to 12 work weeks in a 12-month period. At BNL, the 12-month period is the 12 months preceding the request for FMLA leave. This means that upon an employee’s request for FMLA leave, any FMLA-approved leave that the employee used within the previous 12 months is counted towards the 12-work week limit.

Eligible employees may request more than one FMLA leave within a 12-month period, but the total FMLA leave may not exceed 12 weeks. Leave for birth and care, or placement for adoption or foster care, must conclude within 12 months of the birth or placement. If Brookhaven Science Associates employs both FMLA-eligible spouses, they are jointly entitled to a combined total of 12 work-weeks of FMLA leave in a 12-month period for the birth of a child or placement for adoption or foster care.

Keep in mind that your covered leave cannot exceed 12 weeks under FMLA. **FMLA leave for maternity purposes begins on the first day you go out on disability.** For example, if your doctor puts you out on disability 4 weeks before the baby’s birth, you will have 8 weeks of FMLA leave remaining when the baby is born. Pregnancy is considered a disability.

There are two parts to FMLA leave:

- 1. Your disability.** This is the period for which the physician determines you are disabled. This can include time before the birth of the child when your physician determines that you are unable to work and the 6- to 8-week period following the birth of the child (usually 6 weeks for a vaginal delivery and 8 weeks for a caesarian delivery).
- 2. The remainder of the 12-week FMLA period for the care of your child.** This includes the period following the birth or placement for adoption or foster care

PRIOR TO YOUR LEAVE

1. **Review your medical plan coverage.**

Visit the Benefits Office website at: <http://www.bnl.gov/hr/Benefits/medical/default.asp> to review your maternity care co-payments, deductible and/or co-insurance responsibility for pre-natal visits and delivery as well as well-baby care visits.

2. **Enroll in the pregnancy/baby programs through your medical insurance carrier.**

CIGNA Healthy Babies Program: If you have medical coverage through CIGNA, contact CIGNA at (800)244-6224 to enroll in Cigna's Healthy Babies Program. You will receive:

- Educational materials about pregnancy and babies.
- Round-the-clock access to a toll-free information line staffed by experienced registered nurses.
- You may also be eligible for support from a registered nurse case manager if you or your baby has special health care needs.
- You can also sign up for a free pregnancy email newsletter and parenting magazine and get a personalized pregnancy calendar.
- For more information, visit the website at www.cigna.com.

Vytra Little Stars Program: If you have medical coverage through Vytra, contact Vytra at (631)694-4000 to enroll in Vytra's Little Stars Program.

- Through personal contact and informational mailings, expectant mothers receive a variety of educational resources that will help them through each stage of pregnancy. Information on important topics including nutrition and exercise, labor and delivery, and preterm labor will be provided.
- If there is a special need or condition, or if a pregnancy is considered "high risk", the Maternal Child Health Case Manager will be in contact with you and/or your obstetrical care provider to help coordinate any necessary health care services or educational programs.
- For more information, visit the website at www.vytra.com.

Aetna Beginning Right Maternity Program: If you have medical coverage through Aetna, contact Aetna at (800)323-9930 to enroll in Aetna's Beginning Right Maternity Program.

- This program will provide informational resources before, during and after delivery. It will also assist with frequently asked questions on your pregnancy as well as provide interactive tools including a due date calculator, baby's growth timeline and more.
- For more information, visit the website at www.aetna.com.

HIP Women's Wellness/Mother and Child Program: If you have medical coverage through HIP, contact HIP at (800)447-8255 for information on HIP's Women's Wellness/Mother and Child Program.

- This program will provide information on pregnancy planning and prenatal care as well as additional resources on care after your baby is born.
- For more information, visit the website at www.hipusa.com.

3. **Request an FMLA packet and New York State Disability form.**

Contact the Benefits Office at (631)344-7516 or (631)344-2881 for an FMLA packet to be mailed to you. You must notify your supervisor and the Benefits Office of the need for FMLA leave. You and your physician will need to complete the required form and return it to the Benefits Office, Bldg. 400B. If you think you may not have enough accrued sick leave to cover your disability period, request and complete the necessary New York State Disability Benefits form. The forms should be completed by the treating physician and returned to the Benefits Office (Building 400B) at the time the baby is born. The Benefits Office will send written notification of the acceptance or rejection to the employee and supervisor.

4. **Your benefits coverage during an FMLA Leave.**

You can continue to be covered under the benefits (medical, dental, life insurance, long-term disability and/or reimbursement accounts) you were enrolled in prior to your FMLA leave. While you are on an FMLA leave and receiving a paycheck from BNL or when you are receiving New York State Disability Benefits, your insurance deductions will continue to be deducted from your paycheck.

If you are on an unpaid leave of absence, you will be billed each month for your benefits.

5. **Contact the Child Development Center (CDC).**

You may want to contact the Child Development Center (CDC) at BNL if you have an interest in enrolling your baby for child care upon your return to work. There may be a waiting list at the CDC, so it would be best to contact them early on in your pregnancy, adoption or foster care process.

Contact the CDC Program Director at (631)344-7416 or the Laboratory's liaison at (631)344-2888. Brookhaven's Child Development Center offers a day care program for children between the ages of six weeks to five years.

Children of BNL employees are eligible to enroll in the Center. Hours of operation are: Monday – Friday, 8:00am – 5:30pm. For more information, visit the website at <http://www.bnl.gov/HR/CDC/ChildDevCntr.asp>.

6. **Contact the Employee Assistance Program (EAP).**

The EAP can help you locate day care, nanny services, before and after school programs, weekend or evening care, and more.

For more information, call the EAP at (877)622-4327 or go online at www.cignabehavioral.com. For online information, login, enter the Employer ID: bnl, then click "Find Work/Life Resources".

These EAP benefits are available to all employees and their dependents.

7. **Contact your insurance carrier for hospital preadmission certification.**

Before delivery or upon your arrival at the hospital, contact your medical insurance carrier to notify them of your hospital stay and to verify if a pre-admission certification is required.

Medical Program	Telephone #
Aetna	(800)323-9930
CIGNA	(800)244-6224
HIP	(800)447-8255
Vytra	(631)694-4000

Under the CIGNA and Vytra medical programs, all covered participants must obtain Hospital Preadmission Certification. This certification is mandatory for a hospital stay of one or more nights. If Hospital Preadmission Certification is not obtained, a \$250 penalty will be applied. In addition, benefits for any days not approved by the insurance company will be reduced by 50% of the amount otherwise payable.

HOW WILL YOU BE PAID DURING YOUR LEAVE?

See below for information on how you can be paid during the 12-week FMLA leave period. If you have used all of the time for which you can be paid, then you will be placed on leave without pay or an unpaid leave of absence.

Birth of a child

For the period your doctor puts you out on disability prior to the birth of your child, you may use your accrued sick days. If you do not have enough sick days to cover this period, an additional 12 days of sick leave will be granted to you after you have been out of work on sick leave for a total of 18 consecutive calendar days. Sick leave applies to the period you are disabled, typically the period that your physician determines you are unable to work towards the end of your pregnancy but before the birth plus 6 to 8 weeks for recovery after the delivery.

If you do not have enough accrued sick leave to cover your entire disability period, you may apply for New York State Disability Benefits payable at a maximum of \$170 a week.

In lieu of receiving New York State Disability Benefits, as well as, when all accrued sick leave has been used and you continue to be disabled, at your option, you can charge accrued vacation days (including any vacation buy days) in order to continue to be paid. You should advise Payroll, Bldg. 400D, in writing to convert those vacation days to sick leave.

You will continue to accrue vacation days and sick leave while you are out of work and not on a leave of absence.

Maternity leave

The period the mother is no longer disabled is considered the maternity leave portion of the 12-week FMLA leave. This is the time you are caring for your newborn child.

You may charge your accrued sick leave balance using the code SFM for up to 5 occurrences (maximum 40 hours) per year* to care for your child. This is pro-rated based on an employee's part-time schedule. You may also use any accrued vacation days (including any vacation buy days) to continue to be paid while on FMLA.

*For monthly employees, this is the calendar year. For weekly employees, this is based on the last weekly payroll of the year, and the dates vary from year to year.

If you do not have enough accrued vacation days (including any vacation buy days) or you choose not to use your vacation days, the remainder of your maternity leave is unpaid. Leave without pay is limited to 10 consecutive workdays and a total of 20 workdays per calendar year.

When you exhaust all other available time off, you may request a leave of absence from your supervisor/manager. Such leave is at the discretion of the supervisor/manager. You will not accrue sick or vacation time while you are on a leave of absence and you will need to make arrangements to continue insurance coverage with the Benefits Office at (631)344-2877 or (631)344-5126.

Paternity leave

A father may take an unpaid leave of absence under FMLA for a maximum of 12 weeks to care for a newborn child.

You may charge your accrued sick leave balance using the code SFM for up to 5 occurrences (maximum 40 hours) per year* to care for your child. This is pro-rated based on an employee's part-time schedule. You may also use any accrued vacation days (including any vacation buy days) to continue to be paid while on FMLA.

*For monthly employees, this is the calendar year. For weekly employees, this is based on the last weekly payroll of the year, and the dates vary from year to year.

If you do not have enough accrued vacation days (including any vacation buy days) or you choose not to use your vacation days, the remainder of your paternity leave is unpaid. Leave without pay is limited to 10 consecutive workdays and a total of 20 workdays per calendar year.

When you exhaust all other available time off, you may request a leave of absence from your supervisor/manager. Such leave is at the discretion of the supervisor/manager. You will not accrue sick or vacation time while you are on a leave of absence and you will need to make arrangements to continue insurance coverage with the Benefits Office at (631)344-2877 or (631)344-5126.

Leave for placement for adoption or foster care

A parent may take an unpaid leave of absence under FMLA for a maximum of 12 weeks for the placement of an adopted or foster child. BNL has an Adoption Assistance Program that may provide financial assistance for certain expenses related to an adoption. See the ADOPTION ASSISTANCE PROGRAM section for additional information.

During a leave for placement for adoption or foster care, you may charge your accrued sick leave balance using the code SFM for up to 5 occurrences (maximum 40 hours) per year* to care for your child. This is pro-rated based on an employee's part-time schedule. You may also use any accrued vacation days (including any vacation buy days) to continue to be paid while on FMLA.

*For monthly employees, this is the calendar year. For weekly employees, this is based on the last weekly payroll of the year, and the dates vary from year to year.

If you do not have enough accrued vacation days (including any vacation buy days) or you choose not to use your vacation days, the remainder of your leave is unpaid. Leave without pay is limited to 10 consecutive workdays and a total of 20 workdays per calendar year.

When you exhaust all other available time off, you may request a leave of absence from your supervisor/manager. Such leave is at the discretion of the supervisor/manager. You will not accrue sick or vacation time while you are on a leave of absence and you will need to make arrangements to continue insurance coverage with the Benefits Office at (631)344-2877 or (631)344-5126.

IMPORTANT REMINDERS AFTER YOUR CHILD ARRIVES

1. **Enroll your child for healthcare benefits.**

A birth or placement for adoption or foster care of a child is considered a Qualifying Event. You can add your child to your coverage at this time. You should not wait until you receive the birth certificate or social security number for your child to enroll him/her under the healthcare plans. Discharge papers from the hospital are accepted as documentation to add your newborn child on the healthcare plans. For placement for adoption or foster care, documentation of the placement is necessary. **You will have 30 days from the date of birth, placement for adoption or foster care to add the child to your coverage, otherwise you must wait until the next open enrollment period and coverage changes will take effect on January 1 of the following year.** You must call the Benefits Office at (631)344-2877 or (631)344-5126 to add your child to the health insurance plans. Contacting only the insurance company is not sufficient.

2. **Enroll in or increase your Health Care and Dependent Day Care Reimbursement Accounts.**

You may enroll in the reimbursement accounts at this time. If you are already in the Reimbursement Accounts, you may want to increase the amount you are contributing to cover additional expenses due to the new child. **You will have 30 days from the birth, adoption or placement for foster care date of the child to make the change, otherwise you must wait until the next open enrollment period and coverage changes will take effect on January 1 of the following year.** To sign up for the reimbursement accounts, contact the Benefits Office at (631)344-2877 or (631)344-5126.

3. **Enroll in or increase your supplemental life insurance.**

You may wish to apply for or increase supplemental life insurance coverage at this time. You will need to submit evidence of insurability and be approved by the insurance company before the coverage can become effective. If approved, supplemental life insurance coverage will become effective on the date of such approval. Contact the Benefits Office at (631)344-2877 or (631)344-5126 for the applicable form.

4. **Add your child to beneficiary forms.**

It is also a good time to review your beneficiaries under your life insurance and retirement plans and make any updates as necessary. To request beneficiary change forms, please contact the Benefits Office at (631)344-7516.

5. **Update your W-4 form.**

The W-4 form is for tax-withholding purposes. To obtain a W-4 form, visit the link at: <http://intranet.bnl.gov/fsd/payroll.asp>. Send your completed form to the Payroll Department, Bldg. 400D.

6. **Confirm your child's start date at the Child Development Center (CDC).**

Contact the Program Director at (631)344-7416 or the Laboratory's liaison at (631)344-2888.

RETURNING TO WORK

It is generally expected that an employee will return to the same position or an equivalent position with equivalent pay, benefits, and working conditions at the conclusion of leave under FMLA, unless the position has been eliminated as a result of budgetary changes. Under specified and limited circumstances, where restoration to employment will cause substantial and grievous economic injury to operations, the Laboratory may refuse to reinstate certain "key" employees (see Definitions: <https://sbms.bnl.gov/sbmsearch/subjarea/53/SAdef.cfm>) to BNL's payroll after using FMLA leave.

Use of FMLA-protected leave will not result in disciplinary actions related to attendance, nor will it result in the loss of any benefits that the employee was entitled to, or had accrued, before the start of the leave.

It is your responsibility to provide updates to your supervisor/manager as well as the Benefits Office at (631) 344-7516 with regard to the status of your FMLA leave. **You should also contact your supervisor/manager to confirm your exact date of return.**

If you were away from work due to your disability, **on the day you return to work, you must first go to the Occupational Medicine Clinic** to obtain medical clearance (a back-to-work slip).

All employees returning to work from an authorized leave of absence must **go to the Human Resources Division** (Building 400B) to advise them that you have returned to work. You must also **go to the Benefits Office** to check in and see if any benefit forms need to be completed prior to reporting back to your supervisor/manager for work.

ADOPTION ASSISTANCE PROGRAM

The adoption assistance program provides eligible employees financial assistance (up to a maximum of \$3000 per adopted child) for certain expenses related to the adoption of an unrelated minor child under the age of eighteen (18). The adoptive child may not be a relative or stepchild.

To be eligible for this program, you must notify the Benefits Office in writing within 30 days of the time an adoption proceeding has commenced. To request a reimbursement for eligible expenses, you must submit a request for reimbursement form, itemized bills, proof of payment, and a certified copy of the judicial order or adoption to the Benefits Office within 90 days after the adoption is final. Reimbursement for eligible expenses will be made only after the adoption is final. Reimbursements are made directly to the employee, are considered taxable income and are subject to withholdings at the time of payment.

The following adoption assistance expenses are reimbursable:

- Licensed adoption agency fees (including fees for placement and parental counseling).
- Legal costs (including attorney's fees and court costs).
- Charges for transportation to obtain physical custody of the adoptive child (including reasonable and customary travel expenses for both the adoptive parents and the adoptive child).

Additional information is available through the Benefits Office at (631)344-2881.

TIMECARD CODING

Your supervisor must mark your timecard while you are away from work using the appropriate codes during your FMLA leave. Any corrections to timecards to reflect the proper coding retroactively should be adjusted by your supervisor in the electronic time reporting system. Periods on an unpaid leave of absence do not need to be recorded on the timecard, but your department must complete a leave of absence form available through Human Resources.

FLS:	Family & Medical Leave (Sick)
FLV:	Family & Medical Leave (Vacation)
VB:	Vacation Buy
FML:	Family & Medical Leave (Leave Without Pay (LWOP) time only)
SFM:	Sick Family Member for up to 5 occurrences (maximum 40 hours) per year*

*For monthly employees, this is the calendar year. For weekly employees, this is based on the last weekly payroll of the year, and the dates vary from year to year.

Please note that you must keep your supervisor informed of absences that relate to the FMLA approved leave. In coding your timecards,

For your own illness, use sick leave first, then either vacation or unpaid time.

For the care of your child, you can use up to 5 occurrences per calendar year of your sick family member time from your accrued sick leave, then either vacation or unpaid time.

